



## Navigating a Course Through the Pathways Program



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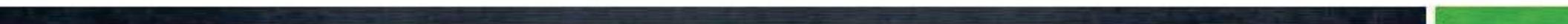
# New Pathways Programs: The Way Forward

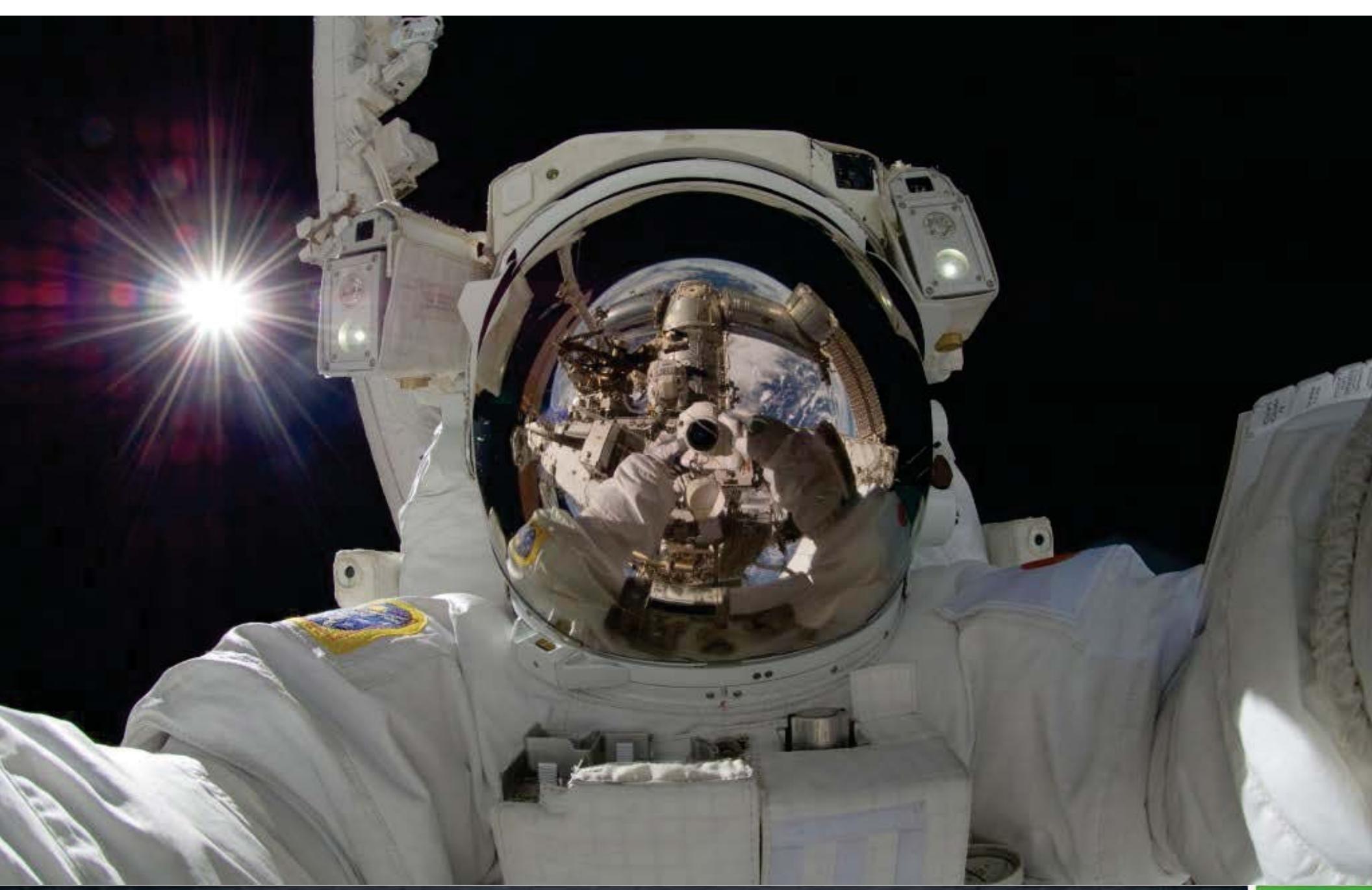


- Executive Order 13562: Recruiting and Hiring Students and Recent Graduates (issued December 27, 2010)
- Established a Pathways framework with three clear program paths for students and recent graduates:
  - Internship Program
  - Recent Graduates Program
  - Presidential Management Fellows Program
- Veterans' preference will apply to these programs



The ***Final Rule*** aims to improve recruiting efforts, offer clear paths to Federal internships for students from high school through post-graduate school and to careers for recent graduates, and to provide meaningful training and career development opportunities for individuals who are at the beginning of their Federal service.





**SELF REFLECTION: “TIME FOR A NEW SELFIE”**

# Pathways Programs:





# Internship Program

Designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed.



## Eligibility

Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate

## Administration

Internship Program is primarily administered by the hiring agency.

## Conversion - Interns *may* be converted to a permanent position when:

- Complete at least 640 hours of work experience acquired through the Internship Program
- Complete their degree or certificate requirements
- Meet the qualification standards for the position to which the Intern will be converted
- Meet agency-specific requirements as specified in the Participant's Agreement
- Perform their job successfully

First  
Attempt  
In  
Learning

Sandra van der Tuuk®  
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PERSEVERANCE: PUSHING PASS THE POINT OF FAILURE



# Recent Graduates Program

Affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs



## Eligibility

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply

## Administration

Recent Graduates Program is primarily administered by the hiring agency.

## Training & Development – Orientation and Mentorship

- At least 40 hours of formal, interactive training each year of the program

## Conversion – Recent Graduates **may** be converted to a permanent position when:

- Successfully completed at least 1-year of continuous service in addition to all requirements of the Program.
- Meet the qualification standards for the position to which the Recent Graduate will be converted
- Demonstrated successful job performance.

*Successful people ask  
better questions,  
and as a result, they get  
better answers.*

**BE INQUISITIVE: SEEK TO BE MORE INFORMED**



# **Presidential Management Fellows**

A flagship leadership development program at the entry-level for advanced degree candidates



## Eligibility

- Individuals who have completed within the past two years, a qualifying advanced degree (e.g., masters or professional degree) **or** who will meet advanced degree requirements by August 31 of the year following the annual application announcement.
- An individual may apply for the PMF Program more than once as long as he or she meets the eligibility criteria

## Administration

The PMF Program is centrally administered by the PMF Program Office within OPM. Finalists who obtain an appointment as a PMF serve in a *two-year* excepted service position.

## Training & Development – Orientation and Senior Level Mentorship

- At least 80 hours of formal, interactive training each year of the program (total of 160 hours)

## Conversion – The PMF *may* be converted to a permanent position when:

- Successfully completed the Program.
- Successful job performance.



**FOLLOW UP & FOLLOW THROUGH**

## Steps to Address Before Applying for a Pathways Vacancy

1. Create an Account on USAJOBS®
2. **Be sure to** build your comprehensive resume on USAJOBS®.  
Select “searchable.” You can store up to 5 different resumes  
and customize your resume for each job.
3. Create Search Agents to get “new” jobs e-mailed to you.
4. **APPLY EARLY!**



# Resume Tips

- Read the job announcement and **follow directions carefully**.
- Federal resumes can be longer and require more information than private sector/non-profit resumes.
  - Searchable: Include all work experience, skills, and knowledge, including paid and unpaid jobs (internships). Similar to a curriculum vitae (CV).
  - Tailored: Tailor your resume to include only the job *relevant* work and academic experience.
  - Use action words to describe work experience such as:
    - “Managed, assisted, responded, planned, coordinated, met with, implemented, communicated with, tested, developed, spearheaded...”
    - Use the S.A.R method. *Situation, Action, Result*.
- Include special skills (computer proficiency and language ability).
- Plan ahead - Allow plenty of time to thoroughly proof read and complete your application (no grammatical errors). **Apply by the deadline**.
- Note Veteran's Status.



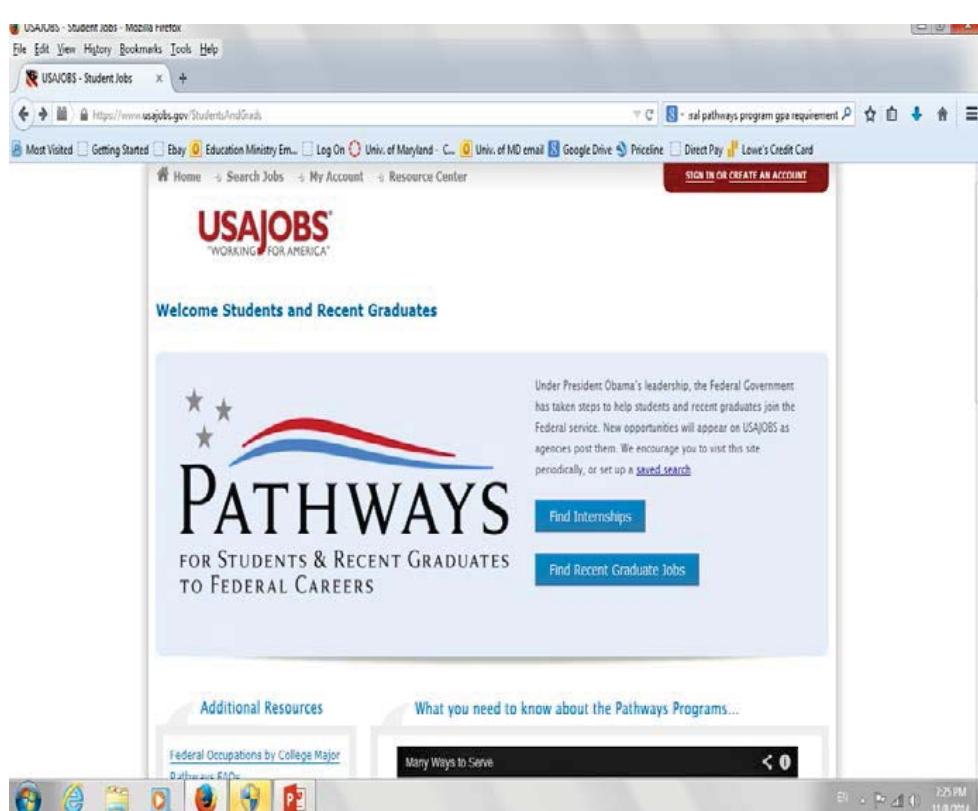
## Additional Resume Tips

- Study job announcements to determine important keywords in your field.
  - Focus on the “requirements”, “skills” or “qualifications” sections of job ads, and look for “buzzwords” and desirable credentials for your ideal job.
- Self-certification must match experience on resume.
  - Example: Job description requires experience writing press releases. If you have that experience, your resume should provide specific examples.
- Use quantitative measures to highlight accomplishments. Provide sense of scope and complexity. Resume should be results driven.
  - Wrote 25 news releases in 3-week period vs. Wrote news releases
  - Managed a student organization budget of more than \$7,000 and 100 members
  - Suggested procedures that decreased processing time from ten to five minutes.



- Student Jobs

<https://www.usajobs.gov/studentsandgrads/>



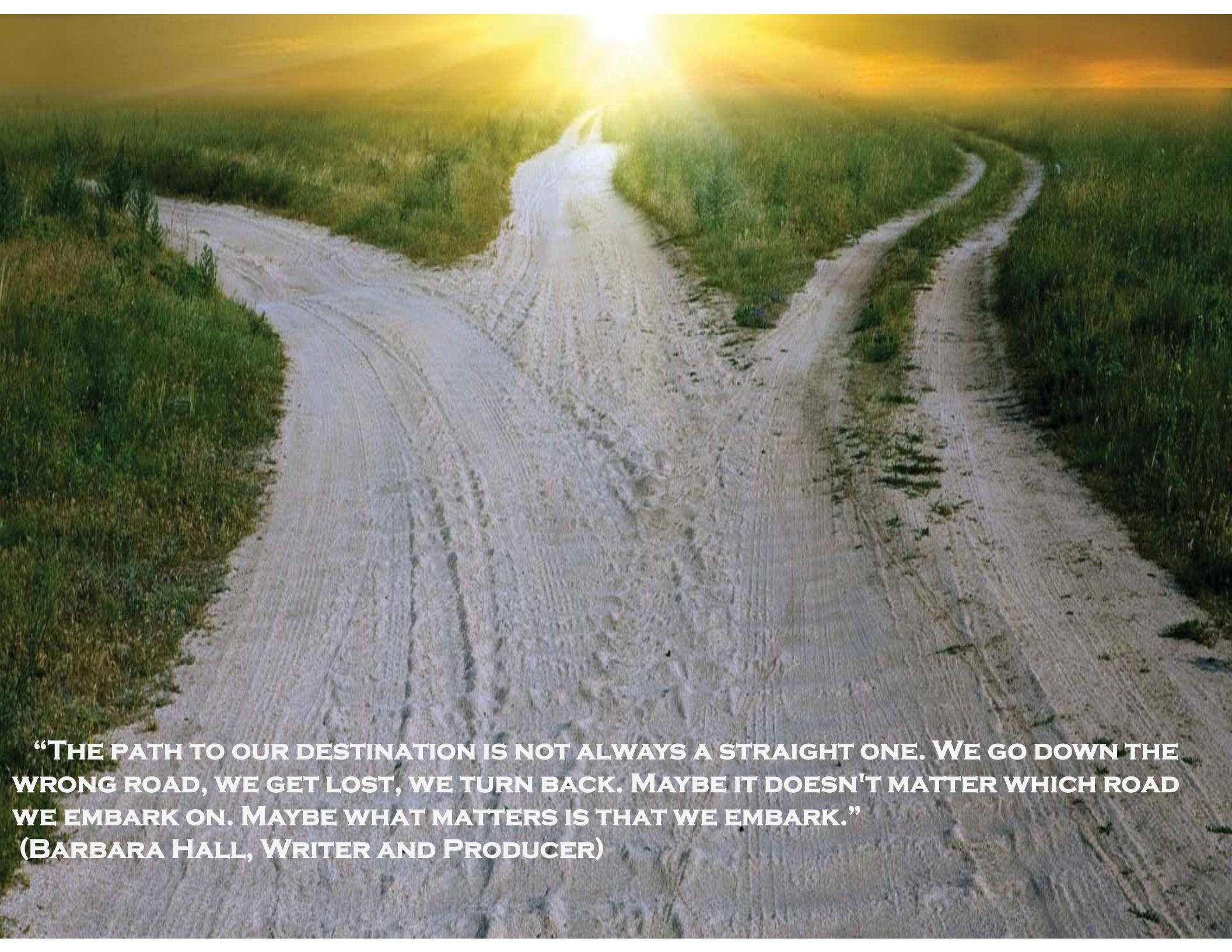
- Presidential Management Fellows (PMF)

<http://www.pmf.gov/>

- Student Pathways

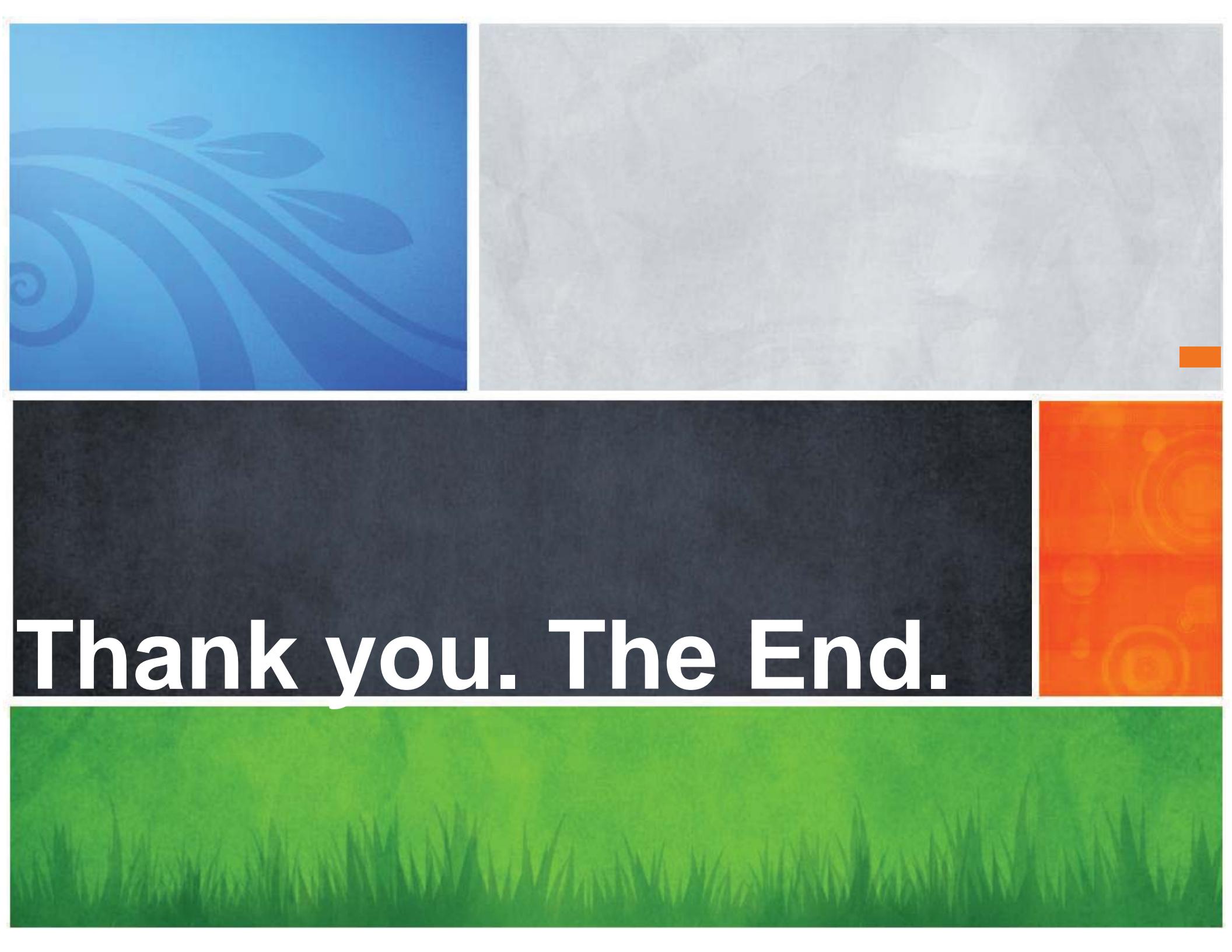
<http://www.opm.gov/HiringReform/Pathways/index.aspx>

# Where to Look for Student Positions



**“THE PATH TO OUR DESTINATION IS NOT ALWAYS A STRAIGHT ONE. WE GO DOWN THE WRONG ROAD, WE GET LOST, WE TURN BACK. MAYBE IT DOESN'T MATTER WHICH ROAD WE EMBARK ON. MAYBE WHAT MATTERS IS THAT WE EMBARK.”**

**(BARBARA HALL, WRITER AND PRODUCER)**



**Thank you. The End.**